
Instructions for U.S. Applicants

Vacancy announcements and forms can be downloaded from:

<http://www.cnmc.navy.mil/Sigonella/About/Jobs/index.htm>

Read the vacancy announcement and NAS Sigonella Policy for Filling Vacancies carefully.

1. Complete resume

- Include announcement number
- Provide address and telephone number
- Provide information requested
- You MUST describe your experience in the job you are applying for:
 - Specify the hours worked per week
 - If multiple duties are performed in a job, provide percentages for each different duty

2. Attach required documents (as appropriate) including:

- OVERSEAS RESIDENCY QUESTIONNAIRE
- FAMILY MEMBER/MILITARY SPOUSE SUPPLEMENT
- SF-181 ETHNICITY AND RACE IDENTIFICATION (Voluntary Disclosure)
- SF-256 SELF-IDENTIFICATION OF DISABILITY (Voluntary Disclosure)
- OF-306 DECLARATION FOR FEDERAL EMPLOYMENT
- Copy of SOJOURN PERMIT (PERMESSO DI SOGGIORNO) ISSUED BY THE CATANIA IMMIGRATION OFFICE or DOCUMENT ISSUED BY THE SIGONELLA LEGAL OFFICE VERIFYING APPLICATION FOR SOJOURN PERMIT
- Copy of OFFICIAL U.S. PASSPORT containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent
- Copy of SPONSOR'S PERMANENT CHANGE OF STATION (PCS) ORDERS INCLUDING PAGE-2 OR COMMAND-SPONSORSHIP AUTHORIZATION
- MARRIAGE CERTIFICATE IF YOU ARE A MILITARY SPOUSE
- Documentation proving Veteran's Preference (DD214 Member-4 Copy / SF-15 / VA letter as appropriate)
- College Transcripts (If substituting education for experience)
- Copy of Typing Test results or Self-Certification (For positions requiring a qualified typist)

3. Sign and date your application.

4. Submit your application by the closing date of the announcement. Applications may be delivered to the CHR office, Monday to Friday, 0730 to 1600 OR deposited in the box at the Pass & ID Window NAS I or scanned via email to si-hro-wantajob@eu.navy.mil. Email containing application and attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that information and documents submitted are received, legible and accurate.

Applying for a job is a personal responsibility.
The CHR will not check your application at the time of submission.

Email your Comments & Questions to us at si-hro-wantajob@eu.navy.mil

Revised 14 June 2012

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA

Civilian Human Resources, Sigonella, Italy

Policies and Instructions for completing Application Form

1. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders and copies of position descriptions WILL NOT be used to determine qualifications.
2. **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Applications and other required forms will not be returned. We suggest you submit copies or retain copies for yourself.
3. Applicants with dual citizenship (Italian/U.S.) are ineligible for employment by the U.S. Forces in Italy
4. Veteran's preference will be applied within each external recruitment source as appropriate.
5. **Employment of relatives is restricted in accordance with 5 USC 3110.**
6. All applicants are considered without regard to race, religion, color, national origin, sex, political affiliation, age, marital status, disability, sexual orientation or other non-merit factors.
7. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the Civilian Human Resources (CHR) at 624-4180, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.

DEPENDENT HIRING AUTHORITY

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of a member of the U. S. Armed Forces OR dependents of a U.S. civilian employee of a U.S. Government Agency. The family member's appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.

REEMPLOYED ANNUITANTS

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414 (b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives/>.)"

INFORMATION & VERIFICATION DOCUMENTS REQUIRED ON APPLICATION

JOB INFORMATION:

- Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying.
(Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify).

HOW TO APPLY

(<http://www.cnric.navy.mil/Sigonella/About/Jobs/HowtoApply/index.htm>):

- All applicants **MUST** submit the following documentation for consideration: **(1)** Resume containing required information listed below; **(2)** Overseas Residency Questionnaire (must be filled out completely); **(3)** Family Member/Military Spouse Supplement; **(4)** Copy of your sojourn permit issued by the Catania Immigration Office or document issued by the Sigonella Legal Office verifying application for sojourn permit; **(5)** Copy of official U.S. passport containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent; **(6)** Copy of sponsor's Permanent Change of Station (PCS) Orders OR Command-Sponsorship authorization **(7)** Marriage certificate if you are a military spouse **(8)** OF306, Declaration For Federal Employment **(9)** Veterans **must** also submit copy of DD-214, Member Copy-4 and SF-15 if claiming 10 -point preference.
- Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach a copy of SF-50, Notification of Personnel Action (NPA), Personnel Action Report (PAR), to verify previous employment, highest previous rate, LWOP status, non-competitive eligibility, date of last promotion etc.

PERSONAL INFORMATION:

- Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship

VOLUNTARY DISCLOSURE:

Complete and attach to your resume:

- Ethnicity and Race Identification, Standard Form 181
- Self-Identification of Handicap, Standard Form 256

WORK EXPERIENCE:

Give the following information for your work experience related to the job for which you are applying:

- Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment)
- Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties)
- Salary
- Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours)
- Employer's name and address; Supervisor's name and phone number
- Indicate if we may contact your current supervisor

EDUCATION:

- High school - Name, city, and State (zip code if known), Date of diploma or GED
- Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Copy of transcripts **must** be attached to receive credit for education.
- Original/notarized transcripts will be required, if selected.
- **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to www.opm.gov/qualifications/SEC-II/s2-e4.asp.

QUALIFICATION REQUIREMENTS:

- Take note of the type of experience, knowledge, skills and abilities required by the vacancy announcement. Candidates who rate among the best qualified group will be referred to the selecting official.

TYPING PROFICIENCY:

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

SUBMISSION OF THE EMPLOYMENT APPLICATION:

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